

Minutes of the Meeting of the Board of Water Commissioners
Monday, September 17, 2018
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

Present: **Jim Kularski, Tim Nason, Shiela LeBlanc, Rich Kennan and Administrative Assistant, Kelly Valeri**

Absent: **None**

The meeting opened @ 6:00 PM

Review and approve the minutes

Mrs. LeBlanc made a motion and Mr. Nason seconded the motion to accept the minutes of the August 13, 2018 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Discuss and vote on purchase of new truck for the Water Department

Mr. Kennan gave the Board members a quote from MHQ for the purchase of a new water truck. It is a standard F-150 with town lettering and LED light bar. The plan is to take the money out of retained earnings. Mrs. LeBlanc made a motion to send a letter to the selectmen requesting that the truck purchase be put on the fall special town meeting. Mr. Nason seconded the motion. The vote was unanimous.

Superintendent Report

- **Sanitary survey with DEP** – The Sanitary survey will be this coming week, September 20th. The survey is conducted every 3 years.
- **Demand bills** – Mr. Kennan informed the Board that demands had been sent out on September 6th. There were approximately 300 demands issued. Mrs. LeBlanc wanted it noted in the minutes that she felt due to the Holiday more time should have been given for collection of these. All board members agreed it is ultimately up to the Town Collector to decide on a demand date. Any calls in regards to the demand issue date will be forwarded to the Collector as the Water Department is only responsible for billing not collecting.

- **Fire Hydrant Flushing**- Fire hydrant flushing is scheduled for October 9th – October 26th. The Ad will run in the New Leader for the weeks of September 28th and October 5th. A notice will be posted on the town website and a letter will be sent to the Board of Selectmen notifying residents of the flushing schedule.
- **November Town Meeting**- Mr. Kennan informed the Board that there will be one warrant going to Special Town Meeting. It is a bill from Grainger for back ordered parts that were ordered the end of June for the compressor installation. Unfortunately the bill couldn't be issued until the back ordered items were delivered.

New Business

- **Operator Descriptions** – Mr. Kulaski mentioned he would like to see just Water Operator for the job descriptions of our operators. Mr. Kennan explained that with the FY2020 Budget, he will be able to use just one line item for both operators instead of using the current Operator and 3rd Operator. At that time the job descriptions will be updated on the town website.
- **Pay scale for Admin. Assistant**– Mr. Kennan discussed with the Board whether or not to present this to the BOS or send a letter. After a brief discussion, it was decided a letter would be sent to the BOS and the proposed pay scale would be added to the Special Town Meeting.

Meeting Adjourned at 6:36 pm

Respectfully Submitted,

Kelly Valeri
Administrative Assistant